



November 2006
FLSA: NON-EXEMPT

POLICE OFFICER

DEFINITION

Under general supervision, performs a wide variety of patrol and related duties involving the prevention of crime, the protection of life and property, and the enforcement of Federal, State and local laws and ordinances; makes investigations, assists in the preparation of cases and testifies in court; serves in specialized departmental roles as assigned; provides information and assistance to the public; performs related work as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. No supervision of staff is exercised.

CLASS CHARACTERISTICS

This sworn, working-level law enforcement class performs all non-supervisory assignments found in a municipal police department. While incumbents are normally assigned to a specific geographic area for patrol or traffic enforcement, all functional areas of the law enforcement field, including investigation, youth services, administration, and training are included. Incumbents may be armed and may be assigned to work in uniform or plain clothes. Shift schedules and job assignments may be changed periodically to assure the maximum delivery of effective police service. This class is distinguished from Police Sergeant in that the latter is the first supervisory level in this sworn class series.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Patrols the City within an assigned area in a radio dispatched automobile to secure life and property, observe situations, report suspicious or criminal activity, hazardous conditions and deter crime by providing high visibility.
- Responds to emergency calls for service, disturbances, thefts, burglaries, vehicle accidents, domestic disputes, suspicious activities and other incidents to protect public safety and property, resolve problems, diffuse situations and enforce laws and ordinances.
- Provides information, directions and assistance to the public in a variety of situations; takes reports and assists the public with complaints or unusual situations.
- Performs a variety of community policing duties to maintain a highly visible presence within the community for the purpose of deterring crime, maintaining good community relations, and providing assistance to the public, including speaking before various civic and community groups, patrolling assigned divisions by foot, bicycle or vehicle, and performing other related duties as required.
- Observes, monitors and controls routine and unusual traffic situations; stops and warns drivers or issues citations as appropriate; assists motorist with inoperable vehicles and arranges for immediate

removal of stranded vehicles; provides direction and traffic control in accident or incident situations, special events, or other congested situations.

- Makes arrests and serves warrants and subpoenas; takes individuals into custody and may transport them for medical clearance and/or booking at a longer-term facility, as required.
- Secures crime scenes and evidence; interviews suspects, victims and witnesses; collects and preserves evidence; performs complete investigations and/or cooperates with other law enforcement agencies providing investigative and case development support.
- Conducts comprehensive investigations into felony and high level crimes as assigned including conducting surveillance activities and coordinating and maintaining crime scene activities.
- Provides oversight of juveniles and delinquents; interprets law to school officials and parents; confers with school administrators to identify and discuss criminal and public safety issues; works to resolve cases involving unfit homes and crimes committed against or by juveniles; advises and refers juveniles to appropriate community resources as requested or as necessary.
- Assists the City Attorney or the District Attorney staff in preparing, documenting and developing cases and gathering information; testifies in court as required.
- Directs the activities of police support personnel and/or volunteers in office and field situations.
- Provides emergency medical attention to the public when responding to calls for assistance, and requests appropriate medical assistance as necessary.
- Provides mutual aide to other law enforcement agencies as dispatched and in accordance with departmental policy.
- Prepares reports; prepares and maintains logs, records and accurate files.
- Serves writs, warrants, subpoenas and other legal documents.
- May perform and/or coordinates specific program or project areas, such as: community-oriented policing; school liaison; project and resource development; investigations; crime prevention; and/or field training.
- Attends meetings, conferences, workshops, and training sessions, and reviews publications and materials to become and remain current on principles, practices, and new developments in assigned work areas.
- Oversees the use and care of equipment as required.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transportation of suspects.
- Investigation and identification techniques and equipment.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Courtroom procedures and techniques for testifying.
- Applicable laws, codes, ordinances, court decisions and departmental rules and regulations.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms, chemical agencies and impact weapons.
- Techniques of first aid and CPR.
- Operating a motor vehicle in a safe manner under patrol and emergency conditions.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.

- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for providing a high level of customer service to the public and City staff, in person and over the telephone.

Ability to:

- Observe accurately, recall faces, names, descriptive characteristics, facts of incidents and places.
- Interpret apply and explain complex laws, codes, regulations and ordinances.
- Prepare clear, accurate and grammatically correct reports, records and other written materials.
- Identify and be responsive to community issues, concerns and needs.
- Coordinate and carry out special assignments.
- Monitor changes in laws and court decisions and apply them in work situations.
- Enter information into a computer with sufficient speed and accuracy to perform the work.
- Make sound, independent decisions in emergency situations.
- Organize own work, set priorities and meet critical time deadlines.
- Operate a motor vehicle in a safe manner under patrol and emergency conditions.
- Operate the equipment and vehicles of the department in a safe and responsible manner.
- Operate modern office equipment including computer equipment and software programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of the twelfth (12th) grade and one (1) year of experience working with the public. Two (2) years of college-level coursework and/or volunteer law enforcement experience are desirable.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid basic certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend,

stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.